



REQUEST FOR EMPLOYEE RELOCATION

Commissioned Corps

Center, Institute, or
Office (CIO):

Travel Order Number:

Division:

CIO TRC Name:

Employee's Name:

Social Security Number:

Job Title:

Office Park:

Type:

(check one)

- ☐ New hire employee
☐ Long-term training

- ☐ Transfer from another federal agency
☐ Current federal employee (transferring within CDC)

Appropriation:

FY of Appropriation:

Funding Information:

CAN:

Service Fee CAN:

Interagency Agreement Number:

2051IA06-24

Relocating From:

Relocating To:

Effective Date:

Immediate Supervisor at
New Location:

Current Home Address:

City

State

Zip

Mailing Address:

City

State

Zip

Home Phone Number:

Work Phone Number:

Mobile Number:

Fax Number:

Email Address:

Please send this completed form to Bureau of Public Debt (BPD) to begin processing your move:

Centralized E-Mail Account: PCSTravel@bpd.treas.gov

Fax Number: (304)480-8480

Subject line of faxed or e-mailed documents should be "CDC PCS – CIO" revised 07/2005